



U.S. Department of State  
Bureau of Administration  
**LOCATOR SHEET**

A BUREAU EMPLOYEE INFORMATION		
Employee Name <i>(Last, First, Middle)</i>		
Today's Date <i>(mm-dd-yyyy)</i>	Social Security Number	Date of Birth <i>(mm-dd-yyyy)</i>
Organization	Office Room Number	Office Phone Number
Home Address <i>(Street, City, State, ZIP Code)</i>		Home Phone Number
EMERGENCY CONTACT INFORMATION		
Contact Name		
Contact Address <i>(Street, City, State, ZIP Code)</i>		Contact Phone Number
<b>Privacy Act statement:</b>  The legal authority for asking for this information comes from various 5 FAM and 12 FAM Department of State regulations. The information you furnish will be used to allow Human Resources to identify an emergency contact in case of your sickness, accident, or death. Executive Order 9397 (November 22, 1943) authorizes the use of the Social Security number. Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may delay or make it impossible for us to notify your emergency contact in the event of your illness, accident or death.		

DS-7666  
08-2009